

RECORDS RETENTION

Jen Clifton, Library Development Office

What does this mean?

- State and local government agencies are required to retain certain records for a certain amount of time.
- Be careful before cleaning house!

What do libraries need to keep?

- Keep a month or so
 - ▣ ILL request forms – 1 month
 - ▣ Surveillance recordings – 1 month
 - ▣ Computer sign up sheets – 3 months

- Keep a long time
 - ▣ Registration records (incl. PLAC and Non-residents) – 3 years
 - ▣ Annual Reports – 10 years
 - ▣ LSTA records – about 5 years (see manual)
 - ▣ Vouchers/Claims & Purchase orders – 10 years
 - ▣ Cancelled checks/Warrants – 3-10 years
 - ▣ Personnel files - 75 years

- Keep forever
 - ▣ Ledgers
 - ▣ Minutes
 - ▣ Payroll records
 - ▣ Audits

If space is a concern

- Permanent records may be microfilmed.
 - ▣ Film should be stored off-site (keep a copy for use)
 - ▣ Originals may be transferred to State Archives

Who can help?

- Contact the Indiana Archives and Records Administration (IARA)
 - ▣ Formerly ICPR
- <http://www.in.gov/iara>